

Environmental Workforce Development and Job Training Grant Webinar: Understanding the FY16 Proposal Guidelines



Region 9, Navajo Nation EWDJT

Presented by:
The Office of Brownfields and Land Revitalization
December 2nd, 2015 12:00-2:00 EST
and
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EPA Speakers

- **Moderator/Presenter**

Joe Bruss, EPA's Office of Brownfields and Land Revitalization (OBLR),
National Job Training Coordinator

E-mail: bruss.joseph@epa.gov

Tel: (503) 326-5874

- **Co-Presenter**

Rachel Congdon, EPA's OBLR, Job Training Coordinator

E-mail: congdon.rachel@epa.gov

Tel: (202) 566-1564

Agenda



- **History and Background**
- **Overview**
- **Use of Grant Funds**
- **Outputs and Outcomes**
- **Grant Process**
 - Getting Started
 - Proposal Content
 - Transmittal Letter
 - **Threshold Criteria**
 - Narrative Proposal
 - **Ranking Criteria**
 - Attachments
- **Next Steps**
- **Questions**



Absentee Shawnee Tribe Brownfields Job Training Program

Brownfields Job Training Program

History and Background



- **January 1995:** EPA announces the first Brownfields Pilots
 - Reflecting EPA’s growing concern for “environmental equity,” later known as environmental justice issues
 - Lesson learned: Communities surrounding these brownfields were not benefitting from the job opportunities created by their assessment and cleanup
 - Lack of environmental training among local workforces
- **1996:** EPA signs a Memorandum of Understanding with the Dept. of Labor, focusing on job training and employment opportunities related to the Brownfields program for local youth and adults
- **1998:** The National Institute of Environmental Health Sciences establishes a Brownfields Minority Worker Training Program in collaboration with selected EPA Brownfields Pilot grantees.

Brownfields Job Training Program

History and Background



- **1998:** EPA awards its first 11 Brownfields Job Training Pilots to entities including cities, community colleges, universities, and non-profits.
- **June 1999:** The Brownfields Job Training Program produces its first 100 graduates.
- **September 1999:** 100 graduates of EPA-funded Job Training Programs have been placed in environmental jobs.
- **June 2001:** The number of Brownfields Job Training Program graduates reaches 1,000.

Brownfields Job Training Program

History and Background



- **January 2002:** President Bush signs the *Small Business Liability Relief and Brownfields Revitalization Act* into law
 - Known as the “Brownfields Law,” this legislation amended CERCLA to specifically authorize federal financial assistance for Brownfields revitalization, including grants for assessment, cleanup, and job training
- **2003:** EPA awards \$2 million for Brownfields Job Training Grants in ten communities across seven states under the new “Brownfields Law”
- **As of August 2015:** Approximately 14,100 individuals have completed training and approximately 10,200 obtained employment in the environmental field, with an average starting hourly wage of \$14.27.
 - Cumulative placement rate since inception= 72%

EWDJT Program Overview



- **The Environmental Workforce Development and Job Training program is designed to:**
 - **Recruit, train, and place unemployed and under-employed residents from communities impacted by brownfields**
 - **Further environmental justice (EJ) by ensuring that residents living these communities benefit from the revitalization and environmental cleanup of brownfields**
 - **Help graduates develop wider skill sets that improve their ability to secure full-time, sustainable employment in various aspects of hazardous and solid waste management and within the larger environmental field, including water quality improvement and chemical safety**

EWDJT Program Overview



- **Environmental Workforce Development and Job Training program requirements:**
 - **Must target unemployed and under-employed individuals that are residents living in or near an area adversely impacted by the presence of Brownfields or other EPA-funded projects**
 - **Must be an eligible entity**
 - **Must not duplicate other federally funded environmental job training programs**
 - **Must provide OSHA 29 CFR 1910.120 40-Hour Hazardous Waste Operations and Emergency Response to all trainees**
 - **Must meet all other threshold criteria as outlined in Section III.C of the RFP**

EWDJT Program

Use of Grant Funds



- In addition to Brownfields hazardous waste training, grantees may use funds for:
 - Solid waste management or cleanup training
 - Superfund site cleanup training, including innovative and alternative treatment alternatives
 - Wastewater treatment and/or stormwater management training
 - Emergency response training
 - Enhanced environmental health and safety and/or chemical safety training
 - Integrated Pest Management (IPM) training



Note: All the above training can be delivered at awareness levels or advanced levels. Expanded descriptions of these trainings are available in the FY2016 RFP

EWDJT Program

Use of Grant Funds



- **Additional eligible uses of grant funds:**
 - **Personnel costs for instructors to conduct training, fringe benefits, and/or tasks associated with programmatic reporting requirements**
 - **Costs for screening and placement of students**
 - **Cost for training materials and work gear associated with the training curriculum**
 - **Outreach activities directed toward engaging prospective employers to be involved in the job training program and to hire graduates**



Note: Section I.C of RFP provides a list of additional types of supplemental training that are eligible uses of grant funds

EWDJT Program

Use of Grant Funds



- **Grant funds may NOT be used for:**
 - **Training in general construction skills and trades**
 - EPA encourages applicants to leverage this training through outside funding
 - **Life skills education activities, such as resume writing, remedial math and reading classes, interview skills, etc.**
 - **Stipends for students, administrative costs, or Indirect costs**



Note: Section I.C of RFP provides a list of ineligible uses of grant funds



Note: Please refer to Appendix I: *Prohibition on Use of Funds*

EWDJT Program

Outputs and Outcomes



- **Applicants must discuss how funding will achieve environmental outputs and outcomes in their proposals:**
 - **Output** → refers to an environmental activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specified date.
 - Outputs may be quantitative or qualitative but must be measurable during the project period.
 - **Outcome** → refers to the result, effect, or consequence that will occur from carrying out the activities under the grant.
 - Outcomes may be environmental, behavioral, health-related, or programmatic, must be quantitative, and may not necessarily be achievable during the project period.



Note: For more information, please refer to Section I.E of the RFP

EWDJT Program

Grant Process



- **Historically, EPA has set a high standard for successful EWDJT grant applications:**
 - On average, 1 out of every 4 applications is funded per solicitation
 - From year-to-year, approx. 90% of previously unfunded applicants who reapply are successful at being funded
- **In FY 2016, the total estimated funding for EWDJT grants is \$3.5 million**
 - EPA anticipates funding 17-18 cooperative agreements
 - Applicants may request up to a maximum of \$200,000

EWDJT Program

Grant Process – Getting Started



- **Registration through [Grants.gov](https://www.grants.gov) as an Organization**
 - 1. Obtain a DUNS number (takes 1-2 business days)**
 - Call 1-866-705-5711 or visit <http://fedgov.dnb.com/webform>
 - 2. Register with SAM (takes 7-10 business days; an additional 2 weeks to acquire an EIN)**
 - Visit www.sam.gov
 - You will need the authorizing official of your organization and an Employer Identification Number (EIN)
 - 3. Create Username and Password on [Grants.gov](https://www.grants.gov) (same day)**
 - Complete your Authorized Organization Representative (AOR) profile
 - Create your username and password (you will need to use your organization's DUNS number)

EWDJT Program

Grant Process – Getting Started



- Registration through [Grants.gov](https://www.grants.gov) as an Organization
 - 4. Authorize the AOR (same day, depending on your EBiz POC)
 - Request approval, then your organization's EBiz POC must log in and confirm you as an AOR
 - For more information, please visit:
 - <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>



Note: It is highly recommended to begin the registration process as soon as possible, if not well before the submission deadline to ensure your ability to submit your proposal on time. This process can take at least 2 weeks if not more.



EWDJT Program

Grant Process – Getting Started



- **Submission through [Grants.gov](https://www.grants.gov)**
 - **Proposals are due by 11:59 pm on January 14, 2016**
 - For helpful information regarding [grants.gov](https://www.grants.gov) please reference our tips sheet at www.epa.gov/sites/production/files/2015-11/documents/grantsgov_tip_sheet.pdf
- **Guidelines and Frequently Asked Questions**
 - <http://www2.epa.gov/brownfields/fy16-ewdjt>



Region 4 – Durham, NC EWDJT Lead Abatement Exercise

EWDJT Program

Grant Process – Proposal Content



- All proposals must conform to the following outline:
 - Transmittal Letter (3 page limit)
 - Narrative Proposal (15 page limit)
 - Attachments (15 page limit)
- All pages exceeding the page limit will not be reviewed
 - 8 ½ x 11 inches paper size, 12 point font, 1 inch margins



Region 2, NYC Fortune Society Guest Lecturer

EWDJT Program

Grant Process – Proposal Content

Transmittal Letter



- **Applicant Identification**
 - Name and address of entity applying for funds
 - Applicant's DUNS number
- **Responses to Threshold Criteria**
 - Applicant Eligibility
 - Demonstration that Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs
 - Required HAZWOPER Training
 - Federal Funds Requested/Funding Amount (must not exceed \$200,000)
 - Substantial Conformity with instructions and Format Requirements
 - Training Curriculum Chart Indicating the Cost of Each Course
 - Target Area and Proposal Submission Requirement
 - [Grants.gov](https://www.grants.gov) Submission Requirement
 - Deadline for Submission of Proposals

EWDJT Program

Grant Process – Proposal Content

Transmittal Letter



- **Grant type**
 - “Environmental Workforce Development and Job Training Grant”
- **Location**
 - The community, or communities, you are proposing to serve
- **Contacts**
 - **Project Director** → Name, phone/fax numbers, email, mailing address
 - **Chief Executive** → Name, phone/fax numbers, email, mailing address
- **Date Submitted**
 - Date submitted through [grants.gov](https://www.grants.gov)

EWDJT Program

Grant Process – Proposal Content

Transmittal Letter



- **Project Period**

- Must not exceed three years

- **Population**

- Provide the general population of your defined target community
- Tribes must provide the number of tribal/non-tribal members affected

- **Training**

- Types of training and at what level (advanced or awareness)
- Reference Section I.B of the RFP for different types of training



Region 10, KC Davenport Clean Up

EWDJT Program

Grant Process – Proposal Content

Transmittal Letter – Threshold Criteria



BEWARE:



Failing Threshold Criteria means you are out of the race





Threshold criteria are evaluated on a pass/fail basis



1. Applicant Eligibility

- City, county, state, tribe, other general purpose unit of local government (see Section III.A of RFP)
- Regional council
- Workforce Investment Board or One-Stop Center
- Nonprofit organization
- Redevelopment agencies
- Colleges and universities, including Minority Academic Institutions
- You are **NOT** eligible to apply if:
 - For-profit or proprietary organization or trade school
 - You received EWDJT grant funds under the FY15 competition



2. Demonstration the Proposed Project Does Not Duplicate Other Federally Funded Environmental Job Training Programs

- EPA's Superfund Job Training Initiative (SuperJTI)
- EPA's Environmental Justice Small Grants program
- EPA's Surveys, Studies, Investigations, Training, and Special Purpose Activities Relating to Environmental Justice grants program
- National Institute of Environmental Health Sciences (NIEHS) Hazardous Waste Worker Training programs
- Department of Labor (DOL) grant funds
- Other Federally-funded Environmental Training Programs



Demonstrate that your projects does not duplicate, but compliments other federally funded environmental projects in your targeted area



3. Required HAZWOPER Training

- All curricula must provide 40-hour HAZWOPER to their trainees
- Indicate that you have integrated HAZWOPER into your program and that **all** students will be required to complete it

4. Federal Funds Requested/Funding Amount

- Indicate your requested funding amount (must not exceed \$200,000)

5. Substantial Conformity

- Indicate that you have conformed with the formatting requirements set forth in Section IV of the RFP

EWDJT Program

Grant Process – Proposal Content

Transmittal Letter – Threshold Criteria



6. Training Curriculum Indicating the Cost of Each Course

- Indicate that you have included a training curriculum chart in your narrative proposal
 - This chart lists each training course and it's associated cost percentage

Sample Training Program Format

Course Name	Awareness or Advanced Level Training	State or Federally Recognized Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

7. Target Area and Proposal Submission

- Indicate what community you propose to serve



8. Grants.gov Submission Requirement

- Indicate that you have submitted your proposal through [grants.gov](https://www.grants.gov)

9. Deadline for Submission of Proposals

- Indicate that you have submitted your proposal before the January 14, 2016 deadline



EWDJT Program

Grant Process – Proposal Content

Narrative Proposal



- **The Narrative Proposal includes:**
 - **Responses to all 7 ranking criteria**
 - Community Need
 - Training Program Description
 - Budget
 - Program Structure, Anticipated Outputs and Outcomes
 - Programmatic Capability
 - Community and Employer Partnerships
 - Leveraging
 - **Training curriculum chart, budget chart, and budget narrative**
 - **Clear, concise, and address all ranking criteria**
 - Must include the criteria number and title



The narrative proposal must not exceed 15 pages

EWDJT Program

Grant Process – Proposal Content

Narrative Proposal – Ranking Criteria



1. Community Need

A. Community Description (10 pts)

- Population, unemployment, poverty rate, percent minority, per capita income, etc.
- Challenges in the community, environmental justice concerns

Sample Format for Demographic Information

	Targeted Community (e.g., Census Tract)	City/Town or County	Statewide	National
Population:				3,115,365,941
Unemployment:				5.3% ²
Poverty Rate:				11.3 % ¹
Percent Minority:				36.7% ¹
Median Household Income:				\$530,461
Other:				

¹Data are from the 2009 – 2013 American Community Survey and are available on American FactFinder at http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP03&src=pt and http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?pid=ACS_13_5YR_DP05&prodType=table

²Data are from the Bureau of Labor Statistics and are available at www.bls.gov.

B. Labor Market Demand (9 points)

- Explain methods and results of recent labor market assessments and employer surveys
- Demand for skilled environmental professionals with certifications

EWDJT Program

Grant Process – Proposal Content

Narrative Proposal – Ranking Criteria



2. Training Program Description (9 pts)

- **Provide a detailed description of your proposed training program**
 - How the proposed curriculum is comprehensive, realistic, and detailed
 - How certifications provided ensure employment and apply to the hiring needs of your community
 - Indicate if courses are offered to all students or are specific to separate training tracks

Sample Training Program Format

Course Name	Awareness or Advanced Level Training	State or Federally Recognized Certification	# of Hours	Start Date - End Date	# of Times Course will be Offered	Training Provider	Cost of Course	Percent of Grant Budget
Totals:								

EWDJT Program

Grant Process – Proposal Content

Narrative Proposal – Ranking Criteria



3. Budget (5 pts)

- **Budget table**
 - Tasks EPA funding will be used for
- **Narrative of task details, basis for estimated costs, and projected outputs**
- **Make sure your budget table adds up to the total requested amount of funding, courses have cost estimates and associated percentage of entire budget**

Sample Budget Chart:

Project Funding	Outreach and Recruitment	Instruction /Training	Program Mgmt	Placement and Tracking	Total
EPA Project Funding					
Personnel					
Fringe benefits					
Travel					
Contractual					
Supplies					
Other (Please be specific)					
Total EPA Funds					
Non-EPA Project Funding (Optional)					
Total Non-EPA Funds					



EPA encourages applicants to set aside appropriate funding to support placement and tracking of graduates, as well as attendance to annual grantee meeting, and bi-annual Brownfields Conference

EWDJT Program

Grant Process – Proposal Content

Narrative Proposal – Ranking Criteria



4. Program Structure/Anticipated Outputs and Outcomes

A. Outcomes and Outputs (5 pts)

- Discuss how you will evaluate progress towards achieving outputs and outcomes

Sample Outputs			
Overall # of Participants Enrolled in Program	# of Graduates Completing Program	# of Graduates Placed in Environmental Positions	# of Graduates Not Placed but Pursuing Further Education

- **Number of individuals entering certain sectors? Indicate barriers to employment by individual (TANF recipient, disabled, older worker, veteran, etc?) Calculate economic benefits of program (increase in tax base, reduction of assistance funding, etc?)**

B. Recruitment and Screening (4 pts)

- Plan to recruit students and market your EWDJT program
- Screen, retention, and attrition strategies and processes in your program

Brownfields EWDJT Program

Grant Process – Proposal Content

Narrative Proposal – Ranking Criteria



4. Program Structure/Anticipated Outputs and Outcomes

C. Program Support (4 pts)

- Job search support and resources
- Extent your organization will assist with initial job placement
- Extent and for how long your organization will track graduates
- Extent your organization will utilize federal and local hiring incentives

D. Program Sustainability (2 pts)

- Plan for sustaining and continuing your environmental job training program once EPA funds have been exhausted



5. Programmatic Capability

A. Grant Management System (4 pts)

- System you have in place to direct activities under the grant
 - Brief description of your project manager and staff and a discussion of the qualifications and experience

B. Organizational Experience (8 pts)

- Discuss your organization's experience in:
 - Working with the community you propose to serve
 - Environmental training related to your proposed curriculum
 - Experience delivering employment and training programs, if applicable

C. Audit Findings (2 pts)

- Describe any adverse audit findings
 - If you have had problems with the administration of any grants, please describe how you have corrected, or are correcting, the problems.

Grant Process – Proposal Content

Narrative Proposal – Ranking Criteria

5. Programmatic Capability

D. Past Performance and Accomplishments (10 pts)

- Past EWDJT Grant Recipients

- Demonstrate how you successfully managed the grant(s) and performed all phases of work

Grant #	Project Period	Funds Expended	# of Participants Trained	# of Participants Placed	% placed in full-time employment	Data Updated in ACRES (Yes/No)
JT-66721889	10/01/2011 – 9/30/2014	\$183,264	80	70	88%	Yes
JT-85765439	10/01/2003 – 9/30/2005	\$200,000	78	72	92%	Yes

- Provide your accomplishments data
- No Prior EWDJT funds, but other federal/non-federal assistance agreements
 - Identify current and/or prior funded assistance agreements
 - Describe your history of successfully managing these agreements



Failure to respond to this criteria will result in zero points. If you have never received funding, just state so.



6. Community and Employer Partnerships

A. Collaboration with Entities Involved with Local Remediation Activities and Environmental Projects (4 pts)

- Brownfields grantees
- Superfund site cleanup contractors
- EPA-funded state or tribal regulated corrective action or landfill closure projects
- recycling facility operators
- personnel from city-operated wastewater treatment facilities in your community

B. Community Partnership Building (8 pts)

- Plan for involving the affected community in your proposed job training program
 - Public comment sessions
- Partners that will offer non-environmental training
- Commitment and support letters from partner organizations

EWDJT Program

Grant Process – Proposal Content

Narrative Proposal – Ranking Criteria



6. Community and Employer Partnerships

C. Employer Involvement (13 pts)

- Employer community involvement in the development of proposed job training program
- Special efforts taken to involve employers
- Letters of support



Region 10, The Oregon Tradewomen, Inc Environmental Workforce Development and Job Training Program



7. Leveraging (3 pts)

- **Demonstrate how your program will leverage additional funds/resources**
 - In-kind and/or partner commitments for providing services/resources to the proposed job training program. Examples include:
 - staff time
 - life skills training
 - pre-employment training
 - student stipends
 - GED preparation
 - lunches
 - child care
 - academic enhancement
 - counseling
 - supplies
 - transportation and bus tokens
 - construction or environmental training

EWDJT Program

Grant Process – Proposal Content

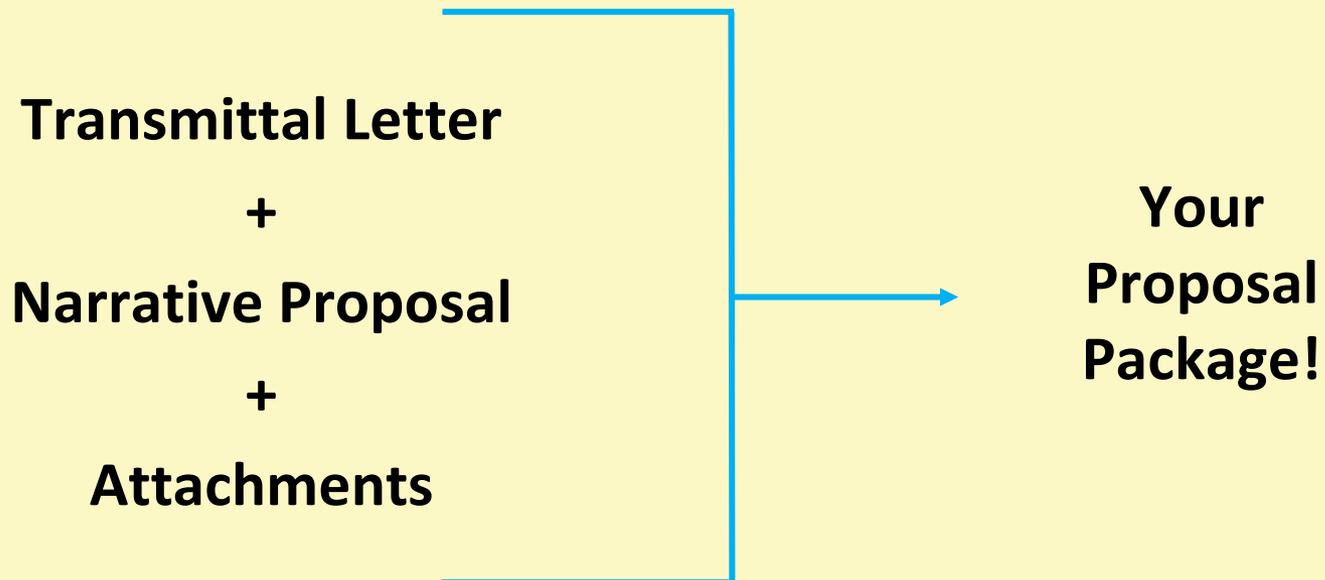
Attachments



- **Attachments (15 page limit)**
 - **Documentation of Applicant Eligibility**
 - *This documentation does NOT count against the page limit*
 - **Reference List**
 - Two employers, two neighborhood/community-based organizations, two organizations from the employer community
 - **Milestone Schedule**
 - Outreach
 - Procurement of a contractor
 - Recruitment
 - Frequency/length of classes
 - Placement
 - Tracking
 - **Other Factors Checklist**
 - **General Support Letters**
 - For ranking criteria that request support letters
 - *Letters received separately or after the due date for proposal submission will not be considered*

EWDJT Program

Grant Process – Proposal Content



EWDJT Program

Next Steps and Tips



- **Familiarize yourself with the FY2016 Guidelines**
 - **Begin compiling and organizing the required documentation for your application package**
 - Employer surveying and hiring commitments
 - Request and collect letters of support
 - Hold a public meeting!
 - Form an advisory board!
- **Address all criteria**
 - If it does not apply, briefly explain why
 - **Quality over quantity**
 - Too much information is not necessarily a good thing
- **Do not include photos or graphics**



Students Graduating from Florida State College-Jacksonville's EWDJT program

EWDJT Program

Regional Contacts



Regions and States		Address and Phone Number
EPA Region 1 Kathleen Castagna	CT, ME, MA, NH, RI, VT	Phone: (617) 918-1429 E-mail: castagna.kathleen@epa.gov
EPA Region 2 Schenine Mitchell	NJ, NY, PR, VI	Phone: (212) 637-3283 E-mail: mitchell.schenine@epa.gov
EPA Region 3 Jeff Barnett	DE, DC, MD, PA, VA, WV	Phone: (215) 814-3246 e-mail: barnett.jeff@epa.gov
EPA Region 4 Kathleen Curry	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8660 E-mail: curry.kathleen@epa.gov
EPA Region 4 Brian Gross	AL, FL, GA, KY, MS, NC, SC, TN	Phone: (404) 562-8604 E-mail: gross.brian@epa.gov
EPA Region 5 Linda Morgan	IL, IN, MI, MN, OH, WI	Phone: (312) 886-4747 E-mail: morgan.linda@epa.gov
EPA Region 5 Craig Mankowski	IL, IN, MI, MN, OH, WI	Phone: (312) 886-9493 E-mail: mankowski.craig@epa.gov
EPA Region 6 Rita Ware	AR, LA, NM, OK, TX	Phone: (214) 665-6409 E-mail: ware.rita@epa.gov
EPA Region 7 Alma Moreno-Lahm	IA, KS, MO, NE	Phone: (913) 551-7380 E-mail: moreno-lahm.alma@epa.gov
EPA Region 8 Christina Wilson	CO, MT, ND, SD, UT, WY	Phone: (303) 312-6706 e-mail: wilson.christina@epa.gov
EPA Region 9 Noemi Emeric-Ford	AZ, CA, HI, NV, AS, GU	Phone: (213) 244-1821 e-mail: emeric-ford.noemi@epa.gov
EPA Region 9 Nova Blazej	AZ, CA, HI, NV, AS, GU	Phone: (415) 972-3846 e-mail: blazej.nova@epa.gov
EPA Region 10 Robert Tan	AK, ID, OR, WA	Phone: (206) 553-2580 e-mail: tan.robort@epa.gov

EWDJT Program Resources



- **FY16 Guidelines, FAQs and Grants.gov Tip Sheet:**

www.epa.gov/brownfields/fy2016-ewdjt-documents

- **Brownfields Website for General Information:**

www.epa.gov/brownfields

- **HMTRI:**

<http://brownfields-toolbox.org/>

